

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. 13806	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL	
Explanation <i>(Show any positions replaced)</i>		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input checked="" type="checkbox"/> 4 - Special Sensitive <input type="checkbox"/>	
						13. Competitive Level Code 0903	
						14. Agency Use	
15. Classified/Graded		Official Title of Position		Pay Plan		Occupational Code	
a. U.S. Office of Personnel Management							
b. Department, Agency or Establishment							
c. Second Level Review							
d. First Level Review		Contract Specialist		GS		1102	
						09	
e. Recommended by Supervisor or Initiating Office		Contract Specialist		GS		1102	
						09	
16. Organizational Title of Position <i>(If different from official title)</i>				17. Name of Employee <i>(If vacant, specify)</i>			
18. Department, Agency, or Establishment Department of the Army				c. Third Subdivision Project Support Group			
a. First Subdivision Asst. Secretary of the Army (Acq., Logistics, & Technology)				d. Fourth Subdivision Contracts Directorate			
b. Second Subdivision PEO for Simulation, Training & Instrumentation				e. Fifth Subdivision			
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>			
KIM D. DENVER, Director of Contracts				TRACI A. JONES, Project Support Executive			
Signature				Signature			
/s/ by Traci A. Jones, for				/s/			
Date				Date			
3 May 2005				3 May 2005			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position OPM PCS Contracting Series GS-1102, Dec 83, TS-71 WCPS-2 Aug 02			
Typed Name and Title of Official Taking Action				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
JAMES T. BLAKE, Deputy Program Executive Officer							
Signature				Date			
/s/				5 May 2005			
23. Position Review		Initials		Date		Initials	
a. Employee <i>(optional)</i>							
b. Supervisor							
c. Classifier							
24. Remarks BUS: 7777 CL: 0903 This position is developmental to the full performance level of GS-12. Employee may be promoted to the GS-11 level without further competition subject to the availability of funds and work satisfactory performance. The employee must meet DOD 5000.52-M requirements applicable to the duties of the position.							
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>							

Position Description

Contract Specialist GS-1102-09

Duties:

Serves in an advanced trainee level capacity in Career Program 14. Performs duties characteristic of the specific occupational series for 1102, accomplishing a variety of developmental duties in support of the overall work of the organization.

Assignments are selected to broaden skills and provide practical experience for progressively more complex assignments.

Performs professional or technical duties such as: works on awards and administration of research agreements; develops negotiation memorandum; meets with technical personnel in regard to requirements; does cost analyses of non-complex actions; manages workload of actions with oversight of higher graded specialist.

Performs administrative duties such as: gathers, reviews and analyzes a variety of narrative and/or statistical data and prepares reports; prepares recommendations on problems and issues and presents position to support conclusions or recommendations for action; processes staffing for changes to procedures and policies through management; develops implementation plans.

The specific duties assigned to this position will vary, depending upon the occupation in which the incumbent was hired, as well as the developmental needs of the individual employee. Further information concerning these duties will be located in the following documents: the employee's Individual Development Plan and the specific performance objectives document.

Evaluation:

Factor 1. Knowledge Required by the Position Level 1-6, 950 Pts

Knowledge of the principles, concepts, and methodology of the profession or administrative occupation that has been supplemented by skill gained through job experience and formal training in accordance with the requirements of the career program to permit independent performance of recurring assignments.

This knowledge may also be supplemented by expanded professional or administrative knowledge gained through relevant graduate study or experience, which has provided skill in carrying out assignments, operations, and procedures that are significantly more difficult and complex than the elementary assignments performed by entry-level positions.

Factor 2. Supervisory Controls Level 2-3, 275 Pts

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation.

Completed work is evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not reviewed in detail.

Factor 3. Guidelines Level 3-3, 275 Pts

Guidelines are available but are not completely applicable to the work or have gaps in specificity.

The employee uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions, for application to specific cases or problems. The employee analyzes results and recommends changes.

Factor 4. Complexity Level 4-3, 150 Pts

The work includes various duties involving different and unrelated processes and methods.

The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

Factor 5. Scope and Effect Level 5-3, 150 Pts

The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions; or the social, physical, and economic well being of persons.

Factor 6. Personal Contacts Level 6-2, 25 Pts

The contacts are with employees in the same agency but outside the immediate organization. People contacted generally are engaged in different functions, missions, and kinds of work, e.g.,

representatives from various levels within the agency, such as headquarters, regional, district, or field offices, or other operating offices at the immediate installation.

Factor 7. Purpose of Contacts Level 7-2, 50 Pts

The purpose is to plan, coordinate, or advise on work efforts, or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Factor 8. Physical Demands Level 8-1, 5 Pts

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items and may involve travel to other locations.

Factor 9. Work Environment Level 9-1, 5 Pts

The work is performed in an office setting involving everyday risks or discomforts that require normal safety precautions deemed necessary.

TOTAL POINTS – 1885

POINT RANGE – 1855-2100 – GS-09